

Set Archive for Tasks Folder

Only completed tasks will be archived.

1. Right-click on the Tasks icon in the Folder List
2. Follow steps 2-5 for the Calendar Folder.

Prevent AutoArchiving and Deleting

To prevent a single folder item from being archived:

1. Open the item.
2. Select File, Properties.
3. Select the  box.
4. Click OK.

Click on the  button.

View Archived Folders in the Folder List

At least one item must have been archived (automatically or manually) before you can open an Archive Folder in your Folder List. After the first item has been archived, follow the steps below to place the Archive Folders in your Folder List. As items in other folders are archived, Outlook will automatically place those archived folders in the Archived Folders List.

1. Select Inbox folder, then File, Open
2. Select Personal Folders file (.pst)
3. Make sure you select the following path:

C:\WINDOWS\Profiles\[loginID]\Local Settings\Application Data\Microsoft\Outlook

4. Select the Archive file (archive99.pst or whatever you named it)
5. Click OK.

Read Archived Items

1. Select the Archive folder in your Folder List.

2. Double-click on the item you want to read.
Note: If you Reply to, Reply to All, or Forward the archived item, the Outlook default will place the sent item in the archive folder with the original message.

Manually Archive Folders

To archive all folders according to their AutoArchive settings:

1. Select File, Archive
2. Select "Archive all folders according..."
3. Click OK

To archive a folder and all subfolders:

1. Select File, Archive
2. Select "Archive this folder and all subfolders:"
3. Select the folder you want to archive
4. Enter a date using one of the following options:
 - a. enter a date in the Archive Items Older Than text box
 - b. select a date from the drop-down calendar
5. Select 'Include items with "Do not AutoArchive" checked' if appropriate
6. Ensure your Archive .pst file is in the Archive file box, e.g.,

C:\WINDOWS\Profiles\[loginID]\Local Settings\Application Data\Microsoft\Outlook\archive99.pst

7. Click OK to archive the selected folder.

Archive One or More Items

The Archive folder must be visible in your Folders List before you can move one or more items to your Archive folder.

1. Select the item(s) to be archived.
2. Drag the item(s) onto the archive folder and release.

Unarchive Items

The Archive folder must be visible in your Folders List before you can retrieve archived items.

1. Select the item(s) to be retrieved.
2. Drag the item(s) onto the active Outlook folder and release.

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Quick Reference Card

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AutoArchiving

Outlook's AutoArchive feature automatically archives or deletes items after a certain amount of time. It is critical that you efficiently manage your Outlook folders because your Outlook account will have only 15 MBs of total space. Setting AutoArchive Options in Outlook is a two-step process:

1. The general AutoArchive options must be turned on.
2. The AutoArchive properties for each folder in your Folders List must be set.
Note: Contact items cannot be archived, and items in the Drafts Folder should not be archived. You do not need to set archive options for these folders.

Step 1: Turn on AutoArchive

Some settings have already been set by Outlook's defaults. It is important that you change the default archive file name.

1. Select Tools, Options.
2. Click on the Other tab.
3. The default AutoArchive every 1 day should remain. Outlook will then archive any items that meet the archive criteria for your individual folders when you log in each day.
4. Check "Prompt before AutoArchive" if that is your choice.
5. The default Delete expired items when AutoArchiving... should be checked.



6. Change the Default archive file. It is recommended that you file your archived items by year or Fiscal Year. File Management will be easier this way.
 - a. Click once in the Default archive file box.
 - b. Press End.
 - c. Change the file name to archiveFY99.pst or archive99.pst, i.e.,



DO NOT CHANGE ANY OTHER PART OF THE FILE LOCATION.

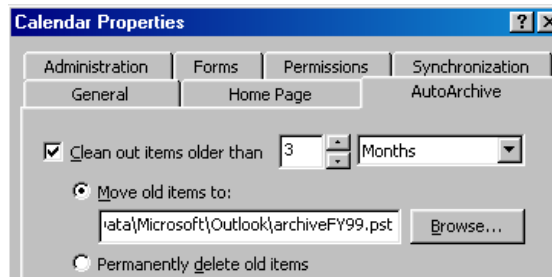
7. Click OK

Step 2: Set AutoArchive Properties for Folders

The AutoArchive properties must be set for each folder in your Folders List. If you create a new subfolder, you must also set its AutoArchive properties. Because of your space limitations in Outlook, IRTP recommends the following settings:

Calendar Folder

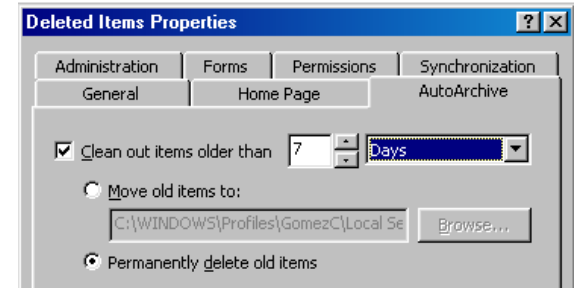
1. Right-click on the Calendar icon in the Folder List.
2. Select Properties.
3. Click on the AutoArchive tab.
4. Select the following properties:



5. Click OK

Deleted Items Folder

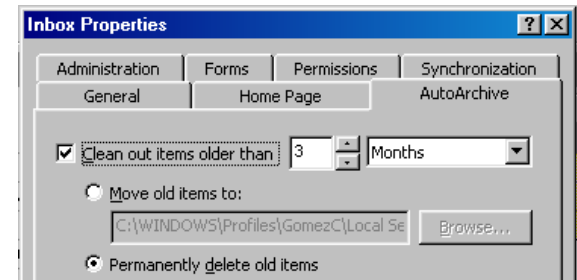
1. Right-click on the Deleted Items icon in the Folder List
2. Select Properties
3. Click on the AutoArchive tab
4. Select the following properties:



5. Click on OK

Inbox Folder

1. Right-click on the Inbox icon in the Folder List.
2. Select Properties.
3. Click on the AutoArchive tab.
4. Select the following properties:



5. Click OK.

Notes Folder

1. Right-click on the Notes icon in the Folder List.
2. Follow steps 2-5 for the Inbox Folder.

Sent Items Folder

1. Right-click on the Sent Items icon in the Folder List.
2. Follow steps 2-5 for the Inbox Folder.